

# TENNESSEE

The Federal Post Card Application (FPCA) is the primary form for requesting registration and/or an absentee ballot from your local election official. Read all instructions printed below and on the FPCA before completing and signing your application.

## FEDERAL POST CARD APPLICATION

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)	
APPLICATION FOR STATE OF _____ COUNTY OF _____ CITY OR TOWNSHIP OF _____ §	
I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE.	
<b>1. APPLICANT INFORMATION</b> (See instruction 1.) a. TYPED OR PRINTED NAME (Last, First, Middle Initial) _____ b. SEX <input checked="" type="checkbox"/> c. RACE <input checked="" type="checkbox"/> d. DATE OF BIRTH _____ e. SOCIAL SECURITY NUMBER _____ f. OTHER IDENTIFICATION NO. (passport, ID card) _____ M M D D Y Y _____	
<b>2. I LAST VOTED or PLACE OF LAST REGISTRATION</b> (Do not leave this section blank. See instructions.) a. YEAR _____ b. COUNTY, CITY, OR TOWNSHIP <input checked="" type="checkbox"/> c. STATE _____ d. VOTER REGISTRATION NO. (if known) _____	
<b>3. VOTING RESIDENCE</b> (For military, legal residence. For overseas civilians, last residence in U.S. IF USING RURAL ROUTE, SEE INSTRUCTIONS.) a. LAST DATE OF RESIDENCY _____ b. NUMBER AND STREET (Do not use Post Office Box) _____ c. CITY, TOWN OR VILLAGE <input checked="" type="checkbox"/> d. STATE _____ e. COUNTY OR PARISH _____ f. ZIP CODE (9 -digit, if known) _____	
<b>4. MAIL ABSENTEE BALLOT TO:</b> (Mailing address where you want the ballot to be sent.) _____ _____ _____ _____ _____	
<b>5. YOUR FAX NUMBER</b> (If this application is faxed, include all international prefixes. See instructions.) _____	
<b>6. POLITICAL PARTY AFFILIATION</b> (This information is required by most states to send you a ballot for primary elections. See Instructions.) <input checked="" type="checkbox"/> <b>7. REMARKS</b> (Provide additional information which will assist local election officials in determining your eligibility to register and vote. See Instructions.) _____ _____ _____	
<b>8. AFFIRMATION BY APPLICANT</b> X only one: a, b, c or d I swear/affirm, under penalty of perjury, that I am: (See Instructions) <input checked="" type="checkbox"/> a. a member of the Uniformed Services or merchant marine on active duty, or an eligible spouse or dependent. <input type="checkbox"/> b. a U.S. citizen temporarily residing outside the U.S. <input type="checkbox"/> c. a U.S. citizen overseas by virtue of employment or accompanying spouse or dependent. <input type="checkbox"/> d. other U.S. citizen residing outside the U.S. e. I am a U.S. citizen, eligible to vote in the above jurisdiction, and subscribed to any required state/local oath or statement. f. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. g. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. h. The information on this form is true and complete. i. SIGNATURE OF APPLICANT <input checked="" type="checkbox"/> j. DATE _____ X _____ M M D D Y Y	
<b>9. WITNESS/NOTARY ADDRESS AND SIGNATURE</b> (If required by state law) <input checked="" type="checkbox"/> DATE SIGNED _____ M M D D Y Y	

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

## Application Instructions

Circled letters on the form above correspond to the instructions below. You must complete all shaded areas.

**A.** Optional. You are requested to fill out this box. This data is requested from some states by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. Enter the choice that best describes you from the following list: AI=American Indian or Alaskan Native; AP=Asian or Pacific Islander not Native Hawaiian; B=Black, not of Hispanic Origin; H=Hispanic; M=Multi-racial; NH=Native Hawaiian; W=White, not of Hispanic Origin; O=Other.

**B.** Do not leave blank. Enter "N/A" if not applicable or if you are a first time voter.

**C.** Provide the complete street address of your Tennessee voting residence. A post office box is not sufficient. If your address includes a rural route, describe its location in Item 7. For example: "on Highway \_\_\_\_\_, 2 miles past Highway \_\_\_\_\_, across the street from the \_\_\_\_\_ gas station." This address must be different from the one provided in Item 4 and

must be within the county or township where you claim legal voting residence.

**D.** Print the complete address where you want your ballot sent — usually your current mailing address. It must be different from the address you provided in Item 3.

**E.** If you do not list a political party affiliation, you cannot vote in primary elections. You must indicate your political party affiliation when applying for a primary ballot (Example: Democrat, Republican) or write "none" in Item 6 of the FPCA. Political party choice is not required if only requesting absentee ballots for general elections.

**F.** Check ONE box.

**G.** Sign and date the FPCA. When signing, you are swearing or affirming under penalty of perjury that the information is true and correct.

**H.** If an absentee applicant or voter requires assistance one person must witness the assistance given in completing the FPCA or ballot.

## I. UNIFORMED SERVICES

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Tennessee and members of the Uniformed Services and their family members. Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

### B. Registering and Requesting an Absentee Ballot

You may use a single FPCA to request ballots for both the primary election and general election in a calendar year (for local, state and Federal offices).

To register temporarily and request an absentee ballot, send a completed FPCA to the county election commission during the same calendar year as the election(s), so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Alternatively, send a written request for temporary registration and an absentee ballot to the local county election commission. This written request must include your name, social security number, date of birth, the address you claim as your legal voting residence, and your current mailing address (where you want the ballot to be sent), and must be signed under penalty of perjury that the information is true, correct and that you are eligible to vote in the election.

To register permanently, request a state post card registration form from the local county election commission. Complete it, postmark it at least 30 days before the election and return it to the local county election commission.

If you are permanently registered and only wish to request an absentee ballot, send a completed FPCA to the county election commission so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Or you may send a letter that contains your name, residential address, social security number, address where to mail ballot outside of the county, the election that you plan to participate in, the reason for voting absentee and your signature to the county election commission office not later than 5 days before the election.

### C. Casting Your Vote

**Ballot Return Deadline:** Voted ballot must arrive by the close of polls on election day.

Local election officials mail absentee ballots approximately 45 days before the election.

If you are outside the U.S. and have not received your requested state ballot in a timely manner, use the Federal Write-In Absentee Ballot. See instructions in Chapter 2.

### D. Notary/Witness Requirements

No registration or voting materials are notarized or witnessed. However, if the applicant required assistance, one person must witness the assistance given in completing the FPCA or ballot.

### E. Electronic Transmission of FPCAs and Ballots

- Tennessee allows you to send the FPCA to temporarily register and request an absentee ballot by fax. After faxing, submit the FPCA by mail.
- Tennessee does not allow you to receive the blank ballot by fax.
- Tennessee does not allow you to return the voted ballot by fax.

Please refer to Appendix C for specific instructions when transmitting election materials electronically. Use only the following numbers:

DSN 223-5527  
(703) 693-5527  
1-800-368-8683

### F. Special Write-in Absentee Ballot

State law generally provides that no later than forty-five (45) days before an election, the county election commission shall mail a ballot to all Armed Forces personnel who as of that date have made a valid application for a ballot. After requesting an official absentee ballot, Armed Forces personnel who feel that due to requirements of military service this may not be a sufficient amount of time to receive and then return the voted ballot may also use the Federal Write-In Absentee Ballot referred to in the last paragraph of Section I.B. above. If both ballots are received prior to the close of the polls on election day, the county election commission will count the ballot it provided to the voter.

***Notify Your Local Election Official About Your Current Mailing Address***

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

## II. CIVILIANS OUTSIDE U.S.

### A. Who Can Do It

These procedures apply to persons who are U.S. citizens, residents of Tennessee and overseas citizens. The term “overseas citizen” means a U.S. citizen who resides outside the U.S. and (but for such residence) would be qualified to vote in Tennessee.

- residents of Tennessee temporarily residing outside the U.S. (for local, state and Federal office ballots)
- overseas citizens
- U.S. citizens who have never resided in the U.S. but have a parent who is eligible to vote in Tennessee. These citizens are eligible to vote at the same voting residence claimed by their parent

### B. Registering and Requesting an Absentee Ballot

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To register permanently, request a state post card registration form from the local county election commission. Complete it, postmark it at least 30 days before the election and return it to the local county election commission.

If you are already permanently registered and only wish to request an absentee ballot, send a completed FPCA to the county election commission so that it arrives not earlier than January 1 (or 90 days before an election if the election is held less than 90 days after January 1) and not later than five days before the election. Or you may send a letter that contains your name, residential address, social security number, address where to mail ballot outside of the county, the election that you plan to participate in, the reason for voting absentee and your signature to the county election commission office no later than 5 days before the elections.

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If you have not received your requested state ballot in a timely manner, use the [Federal Write-In Absentee Ballot](#). See instructions in Chapter 2, page 12.

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1-800-368-8683

Instructions continue in Section III: Uniformed Services & Civilians Outside U.S.

### III. UNIFORMED SERVICES & CIVILIANS OUTSIDE U.S.

#### A. Bars to Registration and Voting

Persons convicted of a felony may not register or vote unless voting rights have been reinstated.

#### B. Cancellation of Registration

Temporary registration is canceled following the election(s) for which a ballot is requested.

Permanent registration is canceled for changing voting residence outside county of residence, changing name for reason other than marriage, or conviction of a felony.

#### C. Action on Registration Requests

Notice of acceptance or denial is sent.

#### D. Action If Registration Is Denied

Persons denied registration may appeal to the county election commission within ten (10) days from the date of rejection. Consult a legal assistance officer or civilian counsel.

#### E. Voting By Citizens Who Have Never Lived in the U.S.

A U.S. citizen who was born abroad and who is eligible to vote and who has never lived in the U.S. may register temporarily and vote in the county where a parent would be eligible to temporarily register and vote pursuant to this action.

#### F. Where To Send It

Mail the FPCA to the County Election Commission, county of voting residence, as listed below:

County	County Seat	Zip Code
Anderson	100 North Main, Room 207 Anderson Courthouse, Clinton, TN	37716-3617
Bedford	One Public Square, Suite 20 Shelbyville, TN	37160-3952
Benton	One East Court Square, Room 211 Benton County Courthouse Camden, TN	38320-2071
Bledsoe	P.O. Box 153, Pikeville, TN	37367-0153
Blount	383 Court Street, 2nd Floor Blount County Courthouse Maryville, TN	37804-5906
Bradley	155 Broad Street, N.W. Courthouse Annex, Cleveland, TN	37311-5000
Campbell	P.O. Box 84, Jacksboro, TN	37757-0084
Cannon	301 West Maint Street, Room 244 Adams Office Bldg., Woodbury, TN	37190-1100
Carroll	625 High Street, Suite 113 Huntington, TN	38344-1703
Carter	801 Elk Avenue, Room 207, Main Carter Co. Courthouse Elizabethton, TN	37643-2439
Cheatham	270 Frey Street, Suite 103 Courthouse Annex, Ashland City, TN	37015-1726

County	County Seat	Zip Code
Chester	P.O. Box 127, Henderson, TN	38340-0127
Claiborne	P.O. Box 343, Tazewell, TN	37879-0343
Clay	P.O. Box 721 Celina, TN	38551-0721
Cocke	360 East Main Street, Room 130 Courthouse Annex, Newport, TN	37821-3121
Coffee	Coffee County Election Commission 1329 McArthur Street, Suite 6 Manchester, TN	37355-2456
Crockett	10 North Johnson, Suite 1, Courthouse Annex, Alamo, TN	38001-1709
Cumberland	2 South Main Street, Suite 105 Milo Lemert Bldg., Crossville, TN	38555-4583
Davidson	P.O. Box 650, Nashville, TN	37202-0650
Decatur	P.O. Box 298, Decaturville, TN	38329-0298
DeKalb	P.O. Box 543, Smithville, TN	37166-0543
Dickson	P.O. Box 522, Charlotte, TN	37036-0522
Dyer	P.O. Box 1109, Dyersburg, TN	38025-1109
Fayette	16265 Highway 64 West, Suite One Somerville, TN	38068-6154
Fentress	P.O. Box 1027, Jamestown, TN	38556-1027
Franklin	213 N. Jefferson St., Winchester, TN	37398-1745
Gibson	One Court Square, Gibson County Courthouse Trenton, TN	38382-1851
Giles	P.O. Box 678, Pulaski, TN	38478-0678
Grainger	P.O. Box 28, Rutledge, TN	37861-0028
Greene	218 North Main Street, Suite 1 Greene County Offices, Greeneville, TN	37745-3816
Grundy	P. O. Box 181, Altamont, TN	37301-0181
Hamblen	511 West Second Nort Street, Room 101 Courthouse, Morristown, TN	37814-3964
Hamilton	514 East 4th St., Election Commission Chattanooga, TN	37403-1838
Hancock	P.O. Box 423, Sneedville, TN	37869-0423
Hardeman	P.O. Box 12, Bolivar, TN	38008-0012
Hardin	601 Main Street, Basement Courthouse, Savannah	38372-2061
Hawkins	109 Depot Street Rogersville, TN	37857-3303
Haywood	One North Washington St, Basement Courthouse, Brownsville, TN	38012-2561
Henderson	12 Natchez Trace Drive, Lexington, TN	38351-1838
Henry	P.O. Box 967, Paris, TN	38242-0967
Hickman	Public Square, Room 3, Courthouse Centerville, TN	37033-1639
Houston	P.O. Box 346, Erin, TN	37061-0346
Humphreys	208 West Wyly Street Waverly, TN	37185-1547
Jackson	P.O. Box 13, Gainesboro, TN	38562-0013
Jefferson	P.O. Box 177, Dandridge, TN	37725-0177
Johnson	P.O. Box 106, Mountain City, TN	37683-0106
Knox	300 Main Avenue, Room 218 Knox Co. Courthouse, Knoxville, TN	37902-1850
Lake	217 South Court Tiptonville, TN	38079-1305
Lauderdale	P.O. Box 532, Ripley, TN	38063-0532
Lawrence	240 West Gaines Street, NBU #10 Lawrence Co. Courthouse Lawrenceburg, TN	38464-3635
Lewis	110 North park Ave., Room 7 Courthouse, Hohenwald, TN	38462-1428
Lincoln	P.O. Box 145, Fayetteville, TN	37334-0145
Loudon	P.O. Box 193, Loudon, TN	37774-0193
Macon	111 East Locust Street, Lafayette, TN	37083-1219
Madison	311 North Parkway Jackson, TN	38305-2713
Marion	104 Academy Avenue County Commission Bldg., Jasper, TN	37347-3519
Marshall	230 College Street, Suite 120 Lewisburg, TN	37091-3367
Maury	1207A Tradewinds Drive Columbia, TN	38401-4607
McMinn	6 East Madison Avenue, Room 28 McMinn Co. Courthouse, Athens, TN	37303-3666
McNairy	P.O. Box 764, Selmer, TN	38375-0764
Meigs	P.O. Box 1266, Decatur, TN	37322-1266
Monroe	P.O. Box 397, Madisonville, TN	37354-0397
Montgomery	P.O. Box 422, Clarksville, TN	37041-0422
Moore	P.O. Box 8056, Lynchburg, TN	37352-8056
Morgan	P.O. Box 266, Wartburg, TN	37887-0266
Obion	P.O. Box 52, Union City, TN	38281-0052
Overton	P.O. Box 384, Livingston, TN	38570-0384
Perry	P.O. Box 77, Linden, TN	37096-0077
Pickett	P.O. Box 213, Byrdstown, TN	38549-0213
Polk	P.O. Box 157, Benton, TN	37307-0157
Putnam	300 East Sprint Street, Room 10 Courthouse, Cookeville, TN	38501-3350
Rhea	P.O. Box 181, Dayton, TN	37321-0181
Roane	P.O. Box 157, Kingston, TN	37763-0157

County	County Seat	Zip Code	County	County Seat	Zip Code
Robertson	513 South Brown Street, Room 137 Robertson Co. Office Bldg. Springfield, TN	37172-2941	Tipton	P.O. Box 456, Covington, TN	38019-0456
Rutherford	1 Public Square So., Room 103 Rutherford Co. Bldg., Murfreesboro, TN	37130-8001	Trousdale	214 Broadway, Hartsville, TN	37074-1304
Scott	P.O. Box 586, Huntsville, TN	37756-0586	Unicoi	P.O. Box 76, Erwin, TN	37650-0076
Sequatchie	224 Cedar Street North, Dunlap, TN	37327-6005	Union	P.O. Box 39, Maynardville, TN	37807-0039
Sevier	125 Court Avenue, Room 208E Sevier Co. Courthouse, Sevierville, TN	37862-3525	Van Buren	P.O. Box 254, Spencer, TN	38585-0254
Shelby	157 Poplar Avenue, Room 109 Shelby Co. Office Bldg., Memphis, TN	38103-1948	Warren	201 Locust Street, Sutie 3, McMinnville, TN	37110
Smith	122 Turner High Circle, Suite 105 Carthage, TN	37030-1555	Washington	110 East Main Street, Courthouse Jonesborough, TN	37659-1228
Stewart	P.O. Box 217, Dover, TN	37058-0217	Wayne	P.O. Box 706, Waynesboro, TN	38485-0706
Sullivan	3258 Highway 126, Suite 103 Blountville Courthouse Blountville, TN	37617	Weakley	135 South Poplar Street, Old Health Dept. Bldg., Dresden, TN	38225-1451
Sumner	355 North Belvedere Drive, Room 106 Sumner Co. Admin. Bldg., Gallatin, TN	37066-5410	White	1 Bockman Way, Room 215 Courthouse, Sparta, TN	38583-2034
			Williamson	1320 West Main Street, Suite 140 Administrative Complex, Franklin, TN	37064-3731
			Wilson	P.O. Box 97, Lebanon, TN	37088-0097

***Share Your Opinion By Voting***

by Timothy R. Ori, Civilian, Lackland AFB, Texas

